

ROUTING AND TRANSMITTAL SLIP

Date

14 March 83

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

DD/A

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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
X Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Draft ISSG/OS policy on personal computers.

Pls. provide comments to [] by COB

21 March.

Thank you.

Rich
 Rich - Policy much too restrictive
 PC's are coming and ISSG should encourage
 rather than restrict - the attached policy
 is impossible and tends to avoid rather
 than solve problem security provisions w/rt
 PC's

ST

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

~~Administrative - Internal Use Only~~Policy Number 14Personal Computers* for Headquarters**
Applications

Information Systems Security Group policy is to restrict the use of personal microcomputers to only those applications which can be solidly justified for reasons such as efficiency and substantial cost savings, and where demonstrably robust security controls exist.

The Information Systems Security Group recognizes that some personal microcomputers will be required for unclassified applications. Our experience to date, however, clearly indicates that the presence of unclassified word and data processing equipment in classified program/project areas creates the very real danger of contamination of the unclassified system in spite of conscientious efforts on the part of well intentioned individuals to prevent such occurrences. For this reason, all processing which occurs in classified program/project areas will be presumed to be classified and must be controlled accordingly.

In those selected cases where sufficient management justification exists, the use of personal microcomputers for the processing of Agency official information in a work-related capacity in a classified program/project area may be approved providing:

- a. The use of personal microcomputer equipment, in each case, is approved by the Information Systems Security Group, Office of Security and the program/project Manager.
- b. The personal microcomputer equipment is TEMPEST approved, or otherwise controlled, in accordance with standards published by the Office of Communications.
- c. The program/project manager creates, publishes and promulgates written procedures designed to securely control the use of personal computers, and all associated magnetic storage media and printed output.

* A personal computer is defined as one which (a) is easily transportable, (b) possesses limited software capabilities, and (c) costs less than \$5,000.00.

** The headquarters building, the Agency training centers and Agency owned or leased facilities located in the Washington D.C. metropolitan area.

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d. The published procedures are coordinated with the assigned Information System Security Officer (ISSO), approved by the Chief, Information Systems Security Group, and include strict procedures to:

(1) Maintain definite segregation of unclassified activities from classified activities.

(2) Provide for the use of unique identification labels for all magnetic media associated with personal microcomputers.

(3) Provide for the definite segregation of unclassified personal microcomputer printed output from classified program/project printed output.

(4) Prevent the removal of all personal microcomputer magnetic media from the facility.

(5) Provide for the strict control of all magnetic media used for diagnostics and maintenance of personal microcomputer systems.

(6) Prevent relocation of personal microcomputers within the program/project area without the written approval of the assigned Information Systems Security Officer.

(7) Prevent the removal of personal microcomputers ~~from~~ the program/project area without the written approval of the assigned Information Systems Security Officer.

e. Each such approved personal microcomputer system is available for periodic security audits by the Information System Security Group, Office of Security.

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